

MPCCC SENIOR RESEARCH OFFICER

DEPARTMENT/UNIT	Monash Comprehensive Cancer Consortium (MPCCC)
FACULTY/DIVISION	Faculty of Medicine, Nursing and Health Sciences
CLASSIFICATION	HEW Level 8
DESIGNATED CAMPUS OR LOCATION	Clayton campus

ORGANISATIONAL CONTEXT

At [Monash](#), work feels different. There's a sense of belonging, from contributing to something groundbreaking – a place where great things happen. You know you're part of something special and purposeful because, like Monash, your ambitions drive you to make change.

We have a clear purpose to deliver ground-breaking intensive research; a world-class education; a global ecosystem of enterprise – and we activate these to address some of the [challenges](#) of the age, Climate Change, Thriving Communities and Geopolitical Security.

We welcome and value difference and [diversity](#). When you come to work, you can be yourself, be a change-maker and develop your career in exciting ways with curious, energetic, inspiring and committed people and teams driven to make an impact – just like you.

We champion an [inclusive workplace culture](#) for our staff regardless of ethnicity or cultural background. We have also worked to improve [gender equality](#) for more than 30 years. Join the pursuit of our purpose to build a better future for ourselves and our communities – [#ChangeIt](#) with us.

The Faculty of **Medicine, Nursing and Health Sciences** is the largest faculty at Monash University, a global university with campuses across Victoria and international locations in Indonesia, Malaysia, China, India and Italy.

Our Faculty offers the most comprehensive suite of professional health training in Victoria, consistently ranked in the top 40 universities worldwide for clinical, pre-clinical and health sciences.

We want to improve the human condition. That is our vision - it has no expiration date. By educating the current and future healthcare workforce, and undertaking medical research, both discovery and clinical, our students, staff and alumni all work to directly improve people's quality of life, reduce health inequality and promote greater health and social outcomes.

We're globally recognised for our quality education of over 63,000 doctors, nurses, and allied health professionals and health researchers. The future health of our communities is underpinned by the sustained excellence of our education and research capabilities.

We are ambitious and committed to maintaining our position as a leading international medical research and teaching university. We're recognised for the quality of our graduates, the scale and depth of our research, our commitment to translational research, and as a thriving biotechnology hub. To learn more about the Faculty, please visit www.monash.edu/medicine.

Our Faculty includes four Sub-Faculties: Health Sciences, Clinical and Molecular Medicine, Biomedical Medicines, and Translational Medicine and Public Health.

The **Sub-Faculty of Clinical and Molecular Medicine**, embedded in Monash Health, comprises the School of Clinical Sciences (SCS), Hudson Institute of Medical Research, Monash Centre for Health Research and Implementation (MCHRI), and the Victorian Heart Institute (VHI) within the new Victorian Heart Hospital.

We improve health across the lifespan, in partnership with Victoria's largest health service. Our direct access to patient populations is enabled through Monash Health's multiple hospital campuses and community services.

We drive cutting-edge research across the human lifespan, from fertility to end of life. Our work spans the continuum from discovery and clinical research, through to implementation and health services research.

We strive to generate world-leading health outcomes and offer a strong record of entrepreneurialism and commercialisation, developing opportunities at every level, from molecule to community.

The **School of Clinical Sciences at Monash Health (SCS)** is one of nine schools of the Faculty of Medicine, Nursing and Health Sciences at Monash University, and is the third largest school within the Faculty and its largest clinical school. Most research and teaching activities of the School are based at Monash Medical Centre Clayton. Monash Medical Centre is the major tertiary referral hospital for Monash Health, which serves a population of over 1.5 million people and is Monash University's largest hospital partner. The School of Clinical Sciences at Monash Health is a major teaching resource for Monash as its largest deliverer of clinical teaching in the medical student curriculum and the host of its Nutrition degrees.

Basic, clinical, and translational research are undertaken by the departments of the School: Medicine; Nutrition, Dietetics & Food; Obstetrics and Gynaecology; Paediatrics; Psychiatry; Surgery; Radiology and Radiological Sciences, and associated University Research Centres. SCS has over 250 PhD students and also supports students completing a BMedSc (Hons) or MPhil, often in conjunction with medical training.

Researchers of the School collaborate closely with clinical areas in Monash Health and many of the School's principal investigators are leading clinician-scientists. The School is believed to have the largest number of clinicians enrolled in higher degrees by research of any teaching hospital in Australia. See more at: www.monash.edu/medicine/scs

The Monash Partners Comprehensive Cancer Consortium (MPCCC) aims to improve outcomes for people affected by cancer by integrating world-class clinical cancer care with internationally recognised research.

MPCCC is a partnership made up of Monash University and its affiliated health services, Monash Health, Peninsula Health, Alfred Health, Eastern Health and Cabrini Health. Additional participating health services include Epworth Healthcare and Latrobe Regional Hospital.

The MPCCC works collaboratively with our partner organisations and others to bring a coordinated multidisciplinary approach to innovating clinical oncology practices, improving cancer services and

delivering the next generation of research for better cancer prevention, early detection and treatment of cancer.

Monash and the Faculty of Medicine, Nursing and Health Sciences values staff diversity and champions inclusive practices. We are committed to equitable decision making and apply the principles of [achievement relative to opportunity](#) in our selection processes.

POSITION PURPOSE

The MPCCC Senior Research Officer is responsible for managing the end-to-end delivery of research projects within the MPCCC program. The position works closely with project stakeholders, both internal and external and across the MPCCC partner organisations to deliver projects in accordance with agreed timeframes, within budget and to achieve strategic business outcomes.

The MPCCC Senior Research Officer is responsible for all aspects of project management, including providing expert advice on project related matters and supporting change initiatives where required.

The MPCCC Senior Research Officer will work in close collaboration with program Steering Groups and other key contributors to facilitating the work required to deliver the program. The MPCCC Senior Research Officer will contribute to the MPCCC strategic initiatives through acting as an expert liaison and co-ordinator for clinical research projects across the MPCCC partnership including but not limited to, research cohort projects and data linkage projects. The MPCCC Senior Project Officer will also contribute to the implementation of Molecular Tumour Board (MTB) support services.

Reporting Line: The position reports to the MPCCC Program Manager

Supervisory Responsibilities: Not applicable

Financial Delegation: Not Applicable

Budgetary Responsibilities: Not Applicable

KEY RESPONSIBILITIES

1. Manage projects from conception to final delivery drawing on current project management methodologies, including; scoping client needs and identifying project deliverables, developing project background, plans, budgets and other supporting documents, reporting on progress and performance against project schedules and performance indicators, and undertaking post-implementation reviews
2. Support the development, implementation and evaluation of the MPCCC program including:
 - Contributing to ethics submissions, protocols, SOPs and other documents as required
 - Contributing to the evaluation and continuous improvement of the program, including undertaking evaluation related tasks to support the MPCCC's Outcomes and Impact program
 - Contributing to working groups and steering committee meetings as required including preparation of reports and contributing to annual progress reporting to program funders
3. Oversee clinical research and data management related activities according to Good Clinical Practice (GCP) guidelines, including:
 - Performing data entry and manual review of clinical trial data to ensure high-quality data collection.
 - Contributing to the development of online databases to support research related activities within the MPCCC partnership
 - Generating metric reports for the Program Management team
 - Developing study-specific documentation, including Data Management Plans

4. Manage the implementation of the project deliverables including planning, overseeing and implementing change management strategies associated with project outcomes
5. Source and assign project resources, which may include supporting a procurement tender process and negotiating and managing contracts with external providers
6. Undertake research and analysis, devise solutions and provide practical and expert advice to senior management to address complex project related issues
7. Prepare position papers, briefings, reports and presentations for a range of audiences, including senior management
8. Develop and maintain strong partnerships with key project stakeholders and undertake networking to support project objectives by networking, liaising, presenting information and coordinating or attending stakeholder meetings
9. Identify and report on risks and issues relating to projects and implement and monitor risk mitigation strategies
10. Other duties as directed from time to time

KEY SELECTION CRITERIA

Education/Qualifications

1. The appointee will have:
 - Postgraduate qualifications in a relevant clinical or scientific discipline or progress towards postgraduate qualifications and extensive relevant experience; or
 - extensive experience and management expertise; or an equivalent combination of relevant experience and/or education/training

Knowledge and Skills

2. Proven knowledge, skills and experience in molecular biology, genetics and/or genomics discipline
3. Experience working in research, university and/or hospital settings
4. Experience working in the clinical research sector, preferably within an oncology setting
5. Experience managing large datasets and clinical/research databases.
6. Solid understanding of the regulatory, ethics and governance requirements of clinical research and clinical trials; hands on experience preparing ethics and governance applications for multi-site research projects
7. Excellent project management skills with a proven record of successfully managing all aspects of medium to large scale projects through to completion, in accordance with project and data management methodologies, standards, timeframes and budgets
8. Highly developed planning and organisational skills, with experience establishing priorities, allocating resources and meeting deadlines
9. Advanced computer literacy, particularly with current project management software and related application capabilities
10. Highly developed relationship management and consulting skills, including the ability to interact, influence and negotiate with a variety of stakeholders including senior academics, clinicians and researchers
11. Highly developed analytical, evaluation and research skills including demonstrated ability to quickly assimilate new concepts and information and deliver positive, innovative solutions

12. Excellent interpersonal and communication skills, including experience in developing professional communication documentation and delivering effective presentations
13. Experience in the support of change initiatives in a large and complex organisation
14. Advanced computer literacy, particularly experience with current project management software and related application capabilities
15. Experience working with Electronic Data Capture Software such as REDCap.

OTHER JOB RELATED INFORMATION

- Travel to the MPCCC partner sites across metropolitan Melbourne may be required
- There may be a requirement to work additional hours from time to time
- There may be peak periods of work during which taking of leave may be restricted
- This position will require a successful National Police Record check

GOVERNANCE

Monash University expects staff to appropriately balance risk and reward in a manner that is sustainable to its long-term future, contribute to a culture of honesty and integrity, and provide an environment that is safe, secure and inclusive. Ensure you are aware of and adhere to University policies relevant to the duties undertaken and the values of the University. This is a standard which the University sees as the benchmark for all of its activities in Australia and internationally.